

THE POST-OFFER EXAM PROCESS

Occupational Health Services

Helpful Information for Hiring Supervisors

After you have completed your interviews for jobs requiring a post-offer physical exam, (see section on our web page titled “Job Classes Requiring Post-Offer Exams”) you will extend a **conditional offer of employment** to the candidate you have selected. This means your offer is based on the outcome of the exam and the agency’s ability to provide **reasonable accommodation** for any work restrictions (see section on this web page titled “Americans With Disabilities Act (ADA)/Reasonable Accommodation”). Your agency Human Resources office should have sent instructions with your hiring list; please check for agency-specific instructions. The candidate may not start to work until the agency receives the results of the exam from OHS via the “**Recommendations for Employment**” sheet that is faxed when the Occupational Health Nurse has completed the medical exam review.

The first step in the exam process is to fax to Occupational Health Services (OHS) a copy of the **Essential Functions** package that has been written to the duties specific to the position for which you are hiring. The blank form is available on our web page at “**Forms: Essential Functions. Respirator Evaluation Form**”. If the job classification requires a respirator, even if your position does not need one, you must fill it out with the candidate’s name, and “not applicable”. When we receive the Essential Functions form, it serves as our notification from you that you have a candidate who needs an exam. You must provide the candidate with our telephone number and instruct him/her to phone us for an appointment after you have faxed the Essential Functions package. There is a helpful information sheet on this web page titled “**Candidate Exam Information**” that you may complete and give to the candidate.

If your exam is a priority, please indicate so on the top right-hand side of the first page of the **Essential Functions** package. This notifies us that we should schedule the candidate into the first available appointment in his/her area. You must inform the candidate that s/he must call OHS immediately and be available on short notice to accept the first available appointment. We may be able to get an appointment on the same day or the next day at the latest. As our rural area providers are fewer and more scattered, you may expect scheduling within 1 – 2 days on priority status. As soon as the results of the exam are received by OHS, an Occupational Health Nurse (OHN) will review the file, and when it is completed, the supervisor or designated agency representative will be notified immediately.

Average turnaround for completion of the exam from the time OHS is notified via receipt of the Essential Functions package until exam results are reviewed and the candidate is released to work is approximately 2 – 5 work days. This estimated time frame is based on a routine exam with no medical problems that would require the candidate to see his/her doctor.

Delays in exam turnaround occur when: The candidate does not call to obtain an appointment in a timely manner; when additional medical information is required or when a medical condition is discovered that requires follow-up treatment. Our goal is to ensure the candidate is medically qualified and able to do the job safely, and to release the candidate to work with or without restrictions as quickly as possible.

It is the candidate’s responsibility to contact you if there are any delays without giving you specific medical information. Please discuss this with the candidate at the time of your post-offer exam discussion. Full information for both supervisor and candidate is provided on our “**Candidate Exam Information**” form on our web page. If the candidate must visit his/her own physician, appointment times are sometimes difficult to obtain immediately, and this will delay completion of the file.

A candidate's medical information is confidential. That confidentiality is protected by law, by both the **Americans With Disabilities Act (ADA)** and the **Health Insurance Portability and Accountability Act (HIPAA)**. We will not discuss medical information with you, and you are not allowed to ask the candidate for medical information. If the candidate attempts to offer personal medical information, the supervisor should immediately stop him/her, stating you may not discuss medical information. Refer the candidate back to Occupational Health.

We hope this information helps you complete your portion of this process more efficiently. If you have any questions, please contact one of our staff at 602.542.3481. Our fax is 602-382-2390.

We are committed to excellence in customer service!

FIND US AT HTTP://RISK.AZ.GOV. Go to the left menu and click on "OCCUPATIONAL HEALTH" and you will find all our information and forms.
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